

**Mississippi Management and Reporting System
Statewide Payroll and Human Resource System**

Confidential**Please Print or Type**

Type of Request (select one) _____ Add New User _____ _____ Add 2nd ID for Existing User _____ _____ Update Profile – ID _____ _____ Delete User - ID _____ Effective Date: ____/____/_____ ***** Check environment(s): _____ Training _____ Production ***** SPAHRS Agency Number: _____ Agency Identification Code: _____	User Information User Name: _____ E-Mail Address: _____ PID: _____ Phone: _____ ** CCB Analyst: Y N Fax: _____ Agency Name: _____ Address: _____ _____ _____ HANDMAIL: Y N																
Enter the appropriate SPAHRS Security Group Code: _____	Does this user perform approvals? Y N																
Check only one of the following security levels: <table border="0"> <thead> <tr> <th align="left">Level</th> <th align="left">Description</th> </tr> </thead> <tbody> <tr> <td>_____ 1</td> <td>Agency Only</td> </tr> <tr> <td>_____ 2</td> <td>Agency and any sub-agencies within Master Agency</td> </tr> <tr> <td>_____ 3</td> <td>Any SPB processed agency except SPB</td> </tr> <tr> <td>_____ 4</td> <td>Any SPB processed agency including SPB</td> </tr> <tr> <td>_____ 5</td> <td>All agencies</td> </tr> <tr> <td>_____ 6A</td> <td>Specified sub-agencies (26 or less; do not have to be in the same Master Agency. Enter list on back of form.)</td> </tr> <tr> <td>_____ 6B</td> <td>All agencies EXCEPT specified sub-agencies (26 or less; do not have to be in the same Master Agency. Enter list on back of form.)</td> </tr> </tbody> </table>	Level	Description	_____ 1	Agency Only	_____ 2	Agency and any sub-agencies within Master Agency	_____ 3	Any SPB processed agency except SPB	_____ 4	Any SPB processed agency including SPB	_____ 5	All agencies	_____ 6A	Specified sub-agencies (26 or less; do not have to be in the same Master Agency. Enter list on back of form.)	_____ 6B	All agencies EXCEPT specified sub-agencies (26 or less; do not have to be in the same Master Agency. Enter list on back of form.)	Check one or more of the appropriate Notes and Comments Security Groups: _____ AGENCY1 - All Agency Staff _____ AGENCY2 - Agency Management Lower Level; Division _____ AGENCY3 - Agency Management Upper Level; Bureau/Executive _____ GENERAL - General Level for All to View (SPB and Agencies) _____ RECOMM - Special Category for Class Comp Analyst's Recommendations _____ SPB1 - All SPB Can View _____ SPB2 - Class COMP and SPB Management _____ SPP3 - SPB Management Only
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** For SPB Use Only

Security Level 6A or 6B Sub-Agency Codes:

____ _

____ _

Printer Information:

CICS Printer ID: _____ Desc/location: _____

Remote Printer ID: _____ Form: _____ Sysout Class: _____ Desc/location: _____

VPS Printer ID: _____ Form: _____ Sysout Class: _____ Desc/location: _____

Authorized SPAHRS Security Contact

Requested by: _____	Date: _____	Phone: _____
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For MMRS Internal Use Only

Approved By: _____	Date: _____
SPAHRS Security Administrator: _____	Date: _____